



## **Responsibilities of CalSAE Regional Council Members**

**[www.calsae.org/regional-council-and-volunteer-roles](http://www.calsae.org/regional-council-and-volunteer-roles)**

CalSAE Regional Council members are selected by the local Regional Council, serve at the pleasure of the Board, and work with the regional council chair and staff to achieve the council's mission and goals.

**Regional Council Goal:** Build a community among its members with a culture and environment that produces valued relationships.

### **Responsibilities of the Regional Council:**

1. Membership recruitment and engagement.
2. Networking development and enhancement.
3. Leadership development opportunities.

### **Responsibilities of a Regional Council Member:**

1. Be knowledgeable about CalSAE and the Council. Be familiar with and understand the following:
  - ❖ [CalSAE Strategic Plan](#) (vision, mission, objectives)
  - ❖ [Regional Council Purpose and Goal\(s\)](#)
2. Attend Council meetings (approximately 4-5 meetings annually)
3. Assistance in planning for and attending local education and social programs and events.  
(Approximately 2-4 events annually)
4. Support membership recruitment.
  - In-person potential member visits
  - Invite potential members to events (via email, phone, or personal note)
  - 18-for-12 Membership Campaign (January)
5. Support membership engagement.
  - Engage new members (via email, phone, or personal note)
  - Invite regional members to events (via email, phone, or personal note)
  - In-person member visits when practical

6. Support local and statewide events including Level Up education programs, social events, summits, forums, Seasonal Spectacular (Capital) and ELEVATE Annual Conference (when in your region).
  - Greet and connect event attendees.
  - Follow-up with new members and 1<sup>st</sup> time attendees (via email, phone, or personal note)
  - Help provide direction and planning around social events